

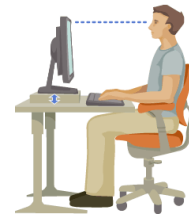
# Be Smart About Ergonomics Workstation Setup Guidelines



**Adjust the height of your work surface and the height of your chair** so that your keyboard is at elbow height. Your feet should be supported by the floor or a footrest. If your work surface cannot be adjusted to the proper height, consider an adjustable keyboard tray.



**Adjust the back rest of your chair** so that it provides support to your lower back. Do not sit on the edge of the chair: rest your back against the backrest.

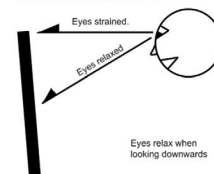


**Position the screen directly in front of you.** The distance between your eyes and the screen should be approximately an arm's length.



**Adjust the height of the monitor** so that your eyes are level with the top of the screen. If you wear bifocal or trifocal lenses, your eyes should be 3-4 inches above the top of the screen.

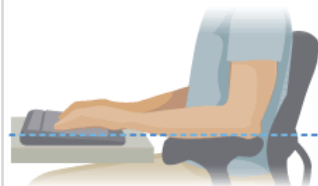
**RIGHT!!**



**Tilt the screen to minimize glare.** Tilting the screen will help reduce glare caused by bright overhead lights.



**Take frequent micro-breaks and stretch periodically** to reduce the soreness and stiffness related to fixed, static work postures.



**When keying and mousing,** keep the upper arms nearly vertical at your side to prevent fatigue. Elbows should be bent to approximately 90 degrees. Use a wrist rest, if necessary, to maintain your wrists, hands, and arms in a straight horizontal line.



**Use a document holder.** Documents placed flat on the desk will cause you to lean forward and flex your neck, leading to fatigue and discomfort. The document and screen should be located at approximately the same distance to eliminate constant eye refocusing at varying viewing distances.



**Keep the area under your desk clear** for adequate leg and knee room.